

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Senior Executive Career Service Panel

SUBJECT : Allocation of Supergrade Ceiling

REFERENCE : Memo for DDCI fr Secy, CIA Mgmt Com, dtd 12 Feb 76,  
subj: Management of Agency Supergrade Positions,  
Ceiling and Personnel

1. Reference memorandum, approved by the DDCI on 25 February 1976, recommended the allocation of Agency supergrade ceiling to the four Directorates and the Offices of the DCI would be temporarily set in accordance with the Director's memo of approval for the November 1975 promotion exercise.  The allocation for the respective Directorates is attached to this memorandum. The remaining unused supergrade allowances are being held by the Director as an Agencywide reserve.

2. Requests for changes in allocation, the establishment of new supergrade positions or grade adjustments of supergrade positions should be submitted to the Director of Personnel for classification review by the Position Management and Compensation Division. The findings of the review will be submitted to the Agency Supergrade Review Board within 14 days of receipt of the request. The Board will review the findings and submit its recommendations to the Director. Where the recommendations are in conflict with the request or there are dissenting views, the position taken by the Director of Personnel and the Comptroller and the concerned Deputy Director's proposal will be forwarded to the Director for discussion.

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# HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
STATINTL	58-60.1	10/6/69	STATINTL			Paragraph 24 is revised to conform to Federal Government policies affecting Specially Qualified Scientific personnel and to more accurately reflect Agency policy for administering its SPS employees.
Arrows in the page margin show the locations of the changes described above.						

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